Council on Technology Services
Privacy, Security & Access Work Group
September 5, 2000

Present: Mike O'Neil, DSS; Jim Adams, DIT; John Breeden, LVA; Substitute for Steve Childress, VSP; Scott Fairholm, E-Government Implementation; Rick Fowler, DSS; Sally Fehn, DIT; Carrie Gillotte, GMU; Bernie Hill, DOC; John Krallman, VT; Paul Bucher for Murali Rao, VDOT; Shirley Payne, UVA; Darlene Quackenbush, JMU; Murray Rosenberg, DTP; Ernie Steidle, DRS; Glenn Thacker, Tax; Teresa Thomas, APA; Jim Womack, DSIA

Absent: Kevin Ferlazzo, DJJ; Dan Galloway, SCC; Paul Hendricks, DMV; Virgil Kopf, DGIF; Peggy Maupin, DGS; John Palese, DSS; Ed Slate, DMV

The September 5, 2000 COT's, Privacy, Security & Access (PSA) Work Group meeting was held at the Department of Motor Vehicles. Minutes from the meeting held August 1, 2000 were approved as presented.

1. **EO65–Work Team Leaders Reports:**

- **Privacy:** John Breeden presented a second draft document which John will deliver to Mike by September 20 for printing.
- **Security:** John Krallman presented a second draft document, which John will turn into a PowerPoint presentation for the COVITS Cyber Security symposium in September.
- **Access:** Ernie Steidle presented "Promoting Accessibility is Providing Alternatives" in final form, but will accept feedback through 5pm, September 7.

Mike again expressed appreciation for the very fine work of the Work Team Leaders and the entire Work Group concurred!

1. **Communications Group on COVITS Report:**

   Shirley Payne reported the Group is focused on putting together a booth to address PSA issues at the conference next month; the top ten vulnerabilities will be emphasized.

2. **Old Business:**

   COV ITRM Standard SEC2000-01.1, dated July 20, 2000 was distributed. Murray pointed out a few recent changes to the July 20 document. Document will be posted on the web as soon as the effective date is received.

3. **New Business**

Standard Audit Guides:

Rick Fowler will take the lead to develop sample guidelines or a checklist to address risks and controls in data, networking, system development/maintenance, operation, cost, and security. The team to work with Rick to produce a work plan is Jim Womack, Teresa Thomas, John Krallman, Bernie Hill, Ernie Steidle, Glenn Thacker and Jim Adams.

Senior Executive Guidelines:

Mike will develop a scenario.

EO51:

Murray will produce a Web enablement of all institutions.

4. **Announcements:**

- Mike was affected in the restructuring the Department of Social Services experienced August 15; his new title is Director of Service Programs, telephone 804.692.2227, mon2@email1.dss.state.va.us. Betty will no longer provide staff support to the work group.
- Effective with the October meeting, meetings will be held at Koger Executive Center West through this calendar year.

Next scheduled PSA Meeting:

Tuesday, October 3, 2000, 1-3 p.m.
Koger Executive Center
Wythe Building, Conference Room A
1604 Santa Rosa Road
Richmond
804.662.7023